

SECRET

OFFICE OF TRAINING

NOTICE

No. 16-69

14 March 1969

SUBJECT: Establishment of Executive Assistant in the Office of Training

1. Effective this date, Chief, Plans and Management, OTR, is redesignated Executive Assistant to the Director of Training (OTR/EA). [REDACTED]

25X1A

25X1A

[REDACTED], is appointed Executive Assistant.

2. In addition to the former duties of Plans and Management, the office of the Executive Assistant will also have responsibility for the review, coordination and processing of incoming and outgoing correspondence for the Director of Training. OTR/EA is also administratively responsible for OTR's representatives to the Defense Intelligence School, National Interdepartmental Seminar, and the Special Warfare Center at Fort Bragg, and for the work of the OTR Historian.

3. Components within the office of the Executive Assistant are:

Plans Staff  
Management Staff  
Personnel Branch  
Budget and Fiscal Branch  
Security Officer  
Logistics Branch (formerly  
Supply and Services Branch)  
OTR Historical Office

Liaison

Defense Intelligence School  
National Interdepartmental  
Seminar  
Special Warfare Center,  
Fort Bragg

25X1A

25X1A

[REDACTED]  
John Richardson  
Director of Training

Distribution: Key 1-C

Group I  
Excluded from automatic

SECRET

downgrading and  
declassification